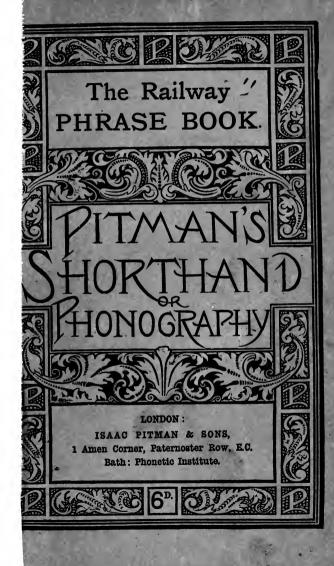
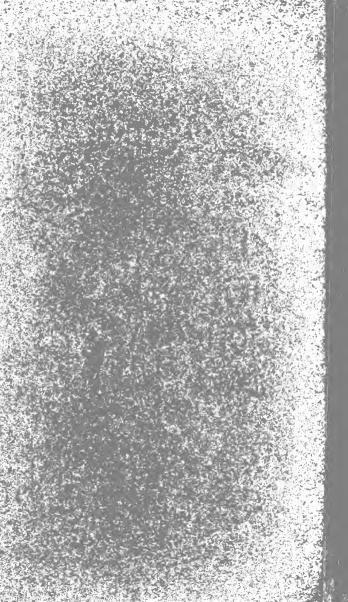


Pitman, (Sir) Isaac The phonographic railway phrase book

Z 56 P58







THE PHONOGRAPHIC

Railway Phrase Book;

AN ADAPTATION OF PHONOGRAPHY TO THE REQUIREMENTS

OF RAILWAY BUSINESS AND CORRESPONDENCE.

BY ISAAC PITMAN.



LONDON:

ISAAC PITMAN & SONS, 1 AMEN CORNER, PATERNOSTER ROW, E.C.

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PREFACE.

As the use of Phonography to expedite business by the clerks employed on our principal lines of railway is now becoming general, it may interest the reader to know that the first Company that accepted shorthand writing for conducting railway business, was the Manchester, Sheffield and Lincolnshire Railway Com-Through the recommendation of the Chairman. Sir Edward W. Watkin, Mr Henry Pitman was engaged, about 1860, to teach a class of the clerks of that Company. The result was satisfactory, and the instructions have been continued to the present time. The chairman has often spoken publicly of the value of Phonography in facilitating business, and in increasing the pay of shorthand clerks. Soon after this, Sir Edward Watkin, who is also Chairman of the South Eastern Railway Company, with the approval of the Board, engaged Mr Fred. Pitman to teach the clerks on that line. In 1863 Mr Carson, of Salford, Manchester, taught the clerks of the Manchester, Sheffield, and Lincolnshire Railway at Sheffield. Subsequently he was engaged from 1866 to 1870, by order of the Directors, in instructing the clerks on the London and North Western, the Great Northern, the Midland, and the Lancashire and Yorkshire lines of railway. Other phonographic teachers have supplied phonographic writers to the railway world, so that now, we believe, Phonography is more or less used by every carrying company in the kingdom. The general use of the system on the above railways, and also by the clerks in many other stations throughout the kingdom, has created a necessity for a set of phraseographs adapted to railway correspondence, such as is here presented to the phonographic world.

The reader should not attempt to commit to memory the numerous phonographic outlines and phrases in the following pages, but endeavor to seize the *principle* of the combinations. This will lead him to form others for himself. The contracted forms of the names of the several railway and packet companies at the end of the book should not be employed in correspondence until the receiver of the letter is made acquainted with them. For instance, if a railway clerk at Manchester should be writing to another clerk respecting the "Manchester and Milford Railway," he will write the name of the line in plain Phonography, and without contractions, if he wishes to be understood; but if he should have occasion to write to the same person frequently, he may adopt the phraseograph given in the list of "Official Names of Railways," page 19. So with the names of

other lines. As a rule the r is struck across the last consonant. The reader should be apprised that in the shorthand forms in the "Official Names of Railways," the word "Railway" is added to the name of the line in every case.

In most cases these contracted outlines can be filled in with their consonants and vowels, so as to make them intelligible, on the understanding that an intersected r represents "Railway,"

and an intersected k "Company."

It may be necessary to repeat here the caution given in the "Phonographic Phrase Book," page 4, against uniting the words of very long phrases; and we may add that even short phrases, composed of words that seldom occur together, are not to be commended. Whatever is not readily legible causes the reader to lose more time in diciphering it than the writer gains. Where in such case is the real gain?

Every phonographer who makes use of this work is supposed to have already familiarised himself with ordinary phraseography, as developed in the "Phonographic Phrase Book," and to require only a few additional phraseographs to qualify himself for railway business. He should not, therefore, expect to find here any of the general phrases which are given in the other

collection.

The advantage which Phonography confers on the railway Manager in communicating his views upon a variety of subjects, together with the facility and despatch which it introduces into the business of the line, are incalculable, and can be known only to those who employ it, either by writing it themselves or by

dictation to a clerk who understands the system.

In the compilation of the "Railway Phrase Book," (the first edition of which was published in 1869,) I have been greatly assisted by Mr Edward Johnson, of the London and North Western Railway, Manchester, and Mr Thomas Cogswell, of the Great Western Railway, Cardiff. I am also indebted to other gentlemen connected with railways for hints and phrases, to whom I beg thus to express my obligations.

Phonetic Institute, Bath. May, 1889. ISAAC PITMAN.

KEY LETTERS TO INTERSECTIONS:

RAILWAY PHRASE BOOK.

A

abstract books abstract clerks 🛶 abstract department X account current accountant's office after business hours after the train had gone after train time after we had closed all amounts outstanding all Directors all goods drivers all guards and drivers all important all important letters all important matters all parcels may be sent all particulars attached all railway companies all recharges all speed all stations

all the mails all trains are despatched all trains go through 1 all traffic must be alteration of the train 🗸 🗸 🕽 annual meeting annual meetings Z annual report Assistant Gen. Manager Assistant Goods Mangr. Atlantic telegraph com-Atlas parcel office at owner's risk at sender's risk at these stations -. at this station audit committee \mathbf{R}

be good enough better accommodation better address better reference between Liverpool and Manchester

between London between Manchester between senders and consignees between York and Scar-> borough break van break carriage 🚿 by express by goods train by last train by late train by mail train by Manchester, Sheffield and Lincolnshire by Midland Company by Midland Railway Co. by our invoice by our route by our way bill by parcel van by Parliamentary train by rail by railway by signal by special train by telegram -- --by the express by the mail by the Manchester express by the train 3. by the train in question _

by wire
by wire at onco
by your route

\mathbf{C}

cannot account cannot answer cannot be sent to-day cannot do so cannot give any inforcannot reply definitely cannot trace entry cannot trace anything cannot trace receipt Camden station Carriers' Act cattle trucks claim pending -Claims' Arbitration Comclaims' department claims' office claimant will not accept claimant will not receive class rates co?

clear by overcharge

Clearing House classification

Clearing House Com-

Clearing House

Clearing House regula-Clearing House return Clearing House rules coaching department coaching traffic 7 coal traffic collect all charges on collection and delivery come to terms correct as received company's risk company's traffic 10 considerable delay consignees and senders 'co could not be brought ~ could not be forwarded _

\mathbf{D}

deliver at once deliver at once and reply deliver immediately delivery department delivery office detective department Directors' decision Directors' report District Manager District Superintendent different rates - 10

different routes - 12division of expenses
division of receipts
down train - 1-

\mathbf{E}

earliest convenience
carly trains
enclosed letter
engineering department
engineer's office
engine driver
engine driver and guard
enter to this station
cntered to us
every attention
every despatch
Euston station

\mathbf{F}

fifth class rate

first class rate

first instant

first intimation

for some time past

for the abstract department
for the delivery department
for the express

for the goods department
for the mail
for the mail train
for the Managing Director
for the Manager's Office
fourth class
from Liverpool
from the enclosed letter
from Manchester
from the correspondence
from the last report
from their letter
from your letter
further particulars
further reply

\mathbf{G}

General Committee

General Manager

goods damaged

goods department

goods engine

goods invoice

Goods Manager's office

Goods Manager's report

goods not to hand

goods station

goods train

goods traffic goods wagon of great delay great speed gross receipts guard's report guard's statement c

\mathbf{H}

how many accounts

how many bales

how many cases

how many excursionsts

trains

how many goods trains

how many passengers

how many parcels

Ţ

I am favored
I am in communication
I am in correspondence
I am in receipt of your letter
I enclose a letter
I have a claim
I have no objection
I have seen guard
Thompson
I have seen sender
I have seen consignee

1 have seen the driver of the train

I have seen the Manager I have seen the Superintendent I have seen the Passenger Superintendent I have sent a messenger ' I have sent it I have telegraphed immediate delivery in error in loose order invoice cleared invoices delayed inquire into the matter Inquiry Office in certain cases in London in my letter in my last letter in some cases in the Co.'s possession in the goods department in the hands of their solicitor in the passenger departin the same truck in the same train in the same wagon in the working in this case in your reply to my letter into the matter

J

Joint Committee ioint communication J. ioint station joint stock Joint Stock Company 4 Joint Stock Co.'s account junction stations 4 junction Clearing House (

\mathbf{K}

King's Cross King's Cross station

last mail last month's account last month's report last quarter's statement last train last year's report / ledger accounts ledger clerks ledger department / ledger list 🥟 ledger posted ledger returns left at the station left the company's service

let it stand 1 let the matter rest Leicester mail little danger c Liverpool correspondence Liverpool letters Liverpool mails / Liverpool passengers Liverpool parcels / Liverpool trains / Liverpool traffic live stock traffic local charges local expenditure / local invoice local manager local management / local stations local traffic local traffic manager locomotive department London & Birmingham traffic London & Continental traffie London and Liverpool вроодя London express London mails 6 London passengers London speed goods a London traffic

M made a claim mail bags mail train ~ make an account make a report ~ make the case public ~~~~ make the matter right with consignee make the matter right with senders Managing Director Manager's Office Manager's report Manager's telegram Manchester district manufacturing interests 1 manufacturing products ' many accounts many cases have been noticed many circumstances many excursionists many goods trains many parcels many passengers many preference shares many stations Metropolitan Carriage Company

metropolitan traffic ~

money market

not counted

mineral class
mineral traffic
minimum rate
minimum scale
missing bale
missing box
missing goods
missing papers
my letter

N

no account no break van no charges M no communication no foreign trade > no foreign traffic ____ no further reply no guards' reports no goods trains ~ no goods were sent no intention no notice has been given no notice has been received no statement has been no such arrangement no such train. not abstracted. not cancelled ~

not in the goods departmeut not in the Manchester district not in the passenger department not in the parcel departnot in the train not in the report not invoiced not sent hence in due not seen at this station not taken to account \ not yet to hand nothing further nothing more than nothing of importance < number of the carriage

\mathbf{O}

office duties
official correspondence
officials in charge
officials statement
officer's statement
on account of charges
on account of damage
on account of delay
on the other side
on your further reply
one of our

omnibus meets all trains
other circumstances of the companies of the companies of traffic the other Directors of the stations of the stations of the traffic other trains over charges owner's risk of the signed of the trains of

P

Paddington station paid ons parcel clerks parcel delivery 'S parcel department parcel office parcel van parcels traffic X parliamentary train 🟹 pass the accounts pass the amounts pass the items passed the points passed the goods train passenger department passenger porter

passenger station Passenger Superintendnt. Passenger Superintendpassenger traffic passenger trains passengers' luggage pay through & recharge per day \ per ton periodical free pass V periodical ticket permanent way pointsman's signal pointsman's statement porter's room preference shares present bill present scheme present state of trade present stock present stock-in-trade present the bil! present traffic prevent accident previous statement proposed scheme proposed rates prospectus of the company prospective shares

Q

quantity of casks quantity of empty casks quantity of materials questions of importance

\mathbf{R}

railway accommodation railway communication railway company's (ies) railway company's bill railway company's stock railway compensation railway competition railway clerks railway correspondence railway damages railway Directors railway dividend railway facilities railway investments railway Manager railway property railway plant railway shares railway share list railway shareholder railway system rather late

rather later
receiving station
refer to my letter
referring to your letter
referring to your telegram
regular traffic
regular trains
reply early
resist (the) claim
return journey
returned empties
rolling stock

S

sample cases
sample parcels
Seotch goods
Z
Scotch traffic
second class
see my letter
send another clerk
send another wagon
send another wagon
send an extra guard
send another porter
send an extra train
send a guard and driver
send a special engine
send a telegram

sending station sender's risk sent by mail sent by last mail sent by train sent in another wagon sent in error sent to Birmingham sent to Chester in mistake sent to Dublin sent to Euston station sent to King's Cross sent to Loudon only sent to London in mistake ^e sent to Liverpool Road station sent to Liverpool Road station, Manchester sent to Liverpool, Waterloo station sent to Liverpool, Lime street station sent to Manchester in truck sent to Manchester. Victoria station settlement of accounts settlement of claims short notice signal line clear signal men signal off signal the train since received & 9 special class

special committee 5/1 special rate state particulars state reasons state terms state the nature of the station agent Station Master station to station (stationary signals U still in hand stores department sub-committee Superintendent's clerk Superintendent's depart- % Superintendent's letter Superintendent's Office Superintendent's report Superintendent's staff Swindon station

T

telegraphic communication
telegraphic despatches
telegraphic messages
tender the goods
tender the goods again
terminal allowances
terminal charges

terminal expenses this claim through a solicitor . > through booking through rate _). through route -} -through to Birmingham.) ... through to London in 1 the same carriage through to Leicester .]. through trains .] .. through traffic -1through trucks _2 through wagons.) timber rates timber traffic time bills time books time table time table arrangement to go into the matter ___ to have them sent to have them sent in boxes to have them sent in future to lie till called for to Liverpool to make further search > to mile throughout ~ to this station to which you can

to which you can agree to which you may agree to which you refer too late for delivery too late for the packet too late for the train too many trains trace forward trace the truss trace the missing box traffic committee traffic decrease traffic increase Traffic Manager's letter 16 Traffic Manager's Office Traffic Manager's report Traffic Manager's telegrm traffic statement 1-2 trains to Manchester trains will commence to trains will be discontinued trains will not be discontinued

U

under the circumstances
under the circumstances
of the case
under the new Act of
Parliament
under peculiar circumstances
understand the meaning
of your letter

unentered from Birmingham unentered from Manchester unentered goods

up line
up train usual rates

V

various reports very accurate very accurately described very correct __ very good character very good signals very good staff very important very important letter very important matter ' very irregular very keen competition verv late ~ very little damage very little delay " very little trade very little traffic very many very many passengers very much competition

very much traffic
very near due
very particular
very serviceable
very rapid rate
very recently
very regular
very well developed
very well pleased

W

wait upon consignee wait upon sender 🧼 was there any delay we are in correspondence we are in communication \checkmark we are investigating we cannot trace we cannot trace entry we cannot trace invoice we cannot trace the truck we cancel the entry we have collected the amounts we have delivered we have invoiced we have issued circulars we have no trace we have no communication we have no means of 🗸 communication

we have sent we have sent a messenger we have sent a telegram we have sent them forward we have since received we have traced the truck we have received the goods we have received the goods in truck we have written consignee we have written sender we have written the manager we note we trace forward were in bad order were in good condition . were sent hence were sent to what reply which was reported which you may recharge which you will not be L. able to clear with reference to the subject without delay working of the signals

Y

you can make arrangements
you mayallow accordingly
you may inform consignee

you may inform sender ~ you may receive ~ you must make another .___ search vou will have a telegram you will have received your consideration vour correspondent your early attention your early trains your humble servant your immediate reply will oblige your invoice of the third inst. vour letter vour last letter your papers are mislaid your obedient servant your people your porter vour reference your reply your reply of the 1st inst. your reply of the 2nd your reply to my letter your statement your station your telegram yours obediently yours respectfully yours truly

OFFICIAL NAMES OF RAILWAYS.

Ashby & Nuneaton Joint	
Belfast and Northern	
Counties Belfast & County Down	
Belfast Central	
Belfast, Holywood, and Bangor Birkenhead Railway	
Bishop's Castle	
Bourn and Lynn Joint	
Brecon and Merthyr 🛰	
Bristol Port and Pier	
Burry Port	
Caledonian Railway	
Cambrian Railway	
Carmarthen & Cardigan	
Carrickfergus and Larne	
Central Wales and Car-amarthen Junction Cheshire Lines Committee City of Glasgow Union	
Clifton Extension	
Cleator and Furness	
Cockermouth, Keswick,	
Cork and Bandon and Kinsale Junction Cork & Macroom Direct	
Cork, Blackrock, and Passage Downpatrick, Dundrum, and Newcastle Dublin and Meath	

Dublin, Wicklow, and Wexford Dundalk, Newry and (Greenore Fermov and Lismore Festiniog Railway Festiniog and Blaenan Finn Valley Furness Railway Glasgow and Paisley Glasgow & Paisley Joint Glasgow & South Western Great Eastern - 💚 Great Northern Great North of Scotland Great Southern & Western Great Western Gwendraeth Valley Hammersmith and City Highland by Hoylake Railway Isle of Wight Lancashire & Yorkshire Limeriek, Castle Connell and Killaloe Limerick and Ennis / Limerick and Foynes London, Brighton, and South Coast London, Chatham, and Dover London & North Western

London & South Western	Severn & Wye & Severn	
London, Tilbury, and	Bridge Shrewsbury & Hereford	
Manchester and Milford	Shrewsbury & Welshpool	
Manchester, Sheffield, &	Somerset and Dorset	
Lincolnshire Manchester, South June-	South Eastern (
Maryport and Carlisle	Stafford and Uttoxeter	
Mawddwy (Moudi)	Stamford and Essendine	
Metropolitan Railway 💉	Swansea and Mumbles	
Midland Railway	Taff Vale	
Midland Great Western	Tall-y-Llyn Railway	
Mid-Wales Railway	Tottenham and Hamp-	
Monmouthshire Railway	Vale of Towy	
Nantybwch & Rhymney	Waterford and Central Ireland	
Neath and Brecon	Waterford and Tramore	
Newry, Warrenpoint, & Rostrevor	Waterford and Limerick	
North British	Watlington and Princes	
North Eastern	West Cork	
North & South Western	West London 4	
North London	West London Extension	
North Staffordshire	West Riding & Grimsby	
Oldham, Ashton, and Guide Bridge Junction	West Somerset Mineral	
Pembroke and Tenby	Weymouth & Portland	
Potteries, Shrewsbury, & North Wales	Whitehaven, Cleator, & Egremont	
Preston & Wyre Joint	Wimbledon, Croydon	
Rhymney /	Wotton Tramway	
Seaham and Sunderland	Wrexham, Mold, and Connah's Quay	
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British India Steam Navigation Company (Limited)

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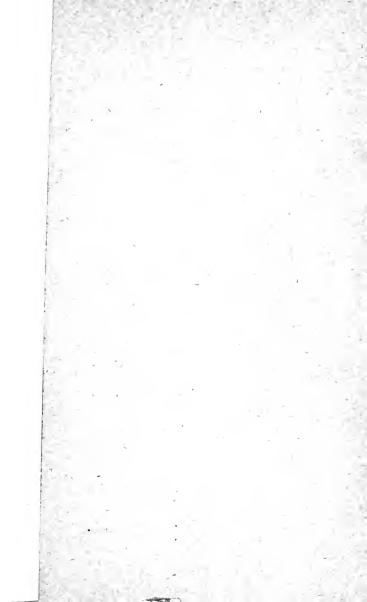
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